



***CSDR Cost Report
Validation
10 Minute Checker***

Report Submissions

- All submissions in Microsoft Excel
- Single file for 1921 *typical*
- Single file for 1921-1 *typical*
 - 1921-1 (Front) use three tabs for each reporting element
 - Total, Recurring, and Nonrecurring
 - 1921-1 (Back) use one tab for each reporting element
- *May have multiple 1921 & 1921-1 file submissions if program has multi-variants of system*

Attributes of Successful Submissions

- All Meta Data complete
- In accordance with Approved CSDR Contract Plan
 - Reporting Elements
 - Report types
 - Submitted on time
- Complete data entry per Data Item Description Documents (DIDs)
- Use Remarks section to provide additional information useful to amplify the data

When in doubt, refer to 5000.4M-1, Data Item Description, or call DCARC (703-601-4850)

CCDR Acceptance/Rejection

ACCEPTING CCDRS

- DCARC prepares an acceptance memo and sends it to the program office and copy to contractor
- Soon after the analysts accept the reports, the CCDRs are loaded into the DACIMS database
- May or may not have error report attached depending upon the existence of “minor” errors

REJECTING CCDRS

- DCARC prepares a validation error report and sends it to the program office and copy to contractor
- Program office engages contractor to correct report

Typical Errors that result in Rejection

- Approved Plan Consistency
 - WBS elements reported \neq Approved CSDR Plan
 - Not provide all reports
- Numerical Accuracy
 - Parent cost \neq sum of children cost
 - DD 1921 data \neq DD1921-1
- Format
 - Use of non-standard reporting formats
 - Functional categories unique to contractor's accounting system
 - Missing or inaccurate meta-data
- Completeness
 - Quantities not reported
 - WBS elements/codes not reported
 - Functional categories not reported
 - ODC/Other costs not shown separately without remarks

Frequent DD Form 1921 Errors

MAJOR ERRORS - may lead to rejection of cost report

1. Reporting Element names must correspond to the CSDR Plan.
2. Incomplete data entry for Number of Units for all applicable hardware elements
3. Inconsistency of data across cost report series: 1921, 1921-1 (Part 1), and 1921-1 (Part 2).
4. Nonstandard summary reporting elements used.
5. Major math errors
6. Previously identified “Minor” errors are graduated to “Major” errors if not corrected on subsequent submissions.

MINOR ERRORS

1. Plan Number not correctly identified.
2. Data field should specify units, e.g., thousands of dollars
3. FY Funded data field left blank.
4. Contract Line Item left blank.
5. Reporting Elements incorrectly include the WBS Element Code, and WBS Element Code column left blank.
6. Contract Type data field via acronym or abbreviation rather than EDI code
7. Appropriate Security Classification not correctly identified.
8. Actual costs incurred to date and/or at completion not separated into recurring, nonrecurring, and total costs.
9. Logic error in finding costs incurred to date are greater than costs estimated at completion.
10. Provide proper security classification.

Frequent DD Form 1921-1(Front) Errors

MAJOR ERRORS - may lead to rejection of cost report

1. Reporting Element names must correspond to the CCDR Plan.
2. Units for dollars and hours must be identified.
3. Cost Type (Recurring/Nonrecurring/Total) must be identified.
4. Total Cost summary data (Row 27) displayed in Total (columns E and F) should match entries appearing on DD 1921.
5. Labor hours must be entered if labor costs are incurred.
6. No Functional Cost-Hour (Form 1921-1 Part 1) report was submitted as required.
7. Inconsistency of data across cost report series: 1921, 1921-1 (Part 1), and 1921-1 (Part 2).
8. Omitted or incorrectly reported the total quantity of units procured to date or the total quantity of units at completion for all applicable hardware elements.
9. Major math errors.

MINOR ERRORS

1. Resource data fields (hours and dollars) must have numeric entries.
2. Tooling hours and dollars must be reported.
 - The contractor did not break out costs into the required Functional Categories.
3. Logic error in reporting costs to date being greater than cost at completion.
4. Provide security classification on each form.
5. Modification of the forms is not allowed.
6. Block 28, Remarks, should be used as needed.
7. Previously identified "Minor" errors are graduated to "Major" errors if not corrected on subsequent submissions.

Frequent DD Form 1921-1(Back) Errors

MAJOR ERRORS - may lead to rejection of cost report

1. No Progress Curve (Form 1921-1 Part 2) Report was submitted as required.
2. The contractor did not check the box indicating that the data is unit per lot totals or averages.
3. Lot/Unit data not reported.
4. Inconsistency of data across cost report series: 1921, 1921-1 (Part 1), and 1921-1 (Part 2).

MINOR ERRORS

1. Unused Remarks section.
 - Use Remarks section for additional notes on reporting element quantity (equivalent unit basis), costs and hours (if estimated), characteristics, or other information useful in interpretation and use of data.
2. Characteristics field left blank or filled out incorrectly.

For more information...

- **Read:**

- CSDR Reference Book

- *DoD 5000.4-M-1, Cost and Software Data Reporting (CSDR) Manual*
 - *Chapter 2: Contractor Cost Data Reporting Requirements*
 - *DD Form 1921 DID (DI-FNCL-81565A)*
 - *DD Form 1921-1 DID (DI-FNCL-81566A)*